

## How to Scan using Aficio 2060:

1. Place document to be scanned face down on the glass
2. Press the SCANNER button.
3. On the Ready screen, select "Scan Settings." (on the left side) and choose the type of scan: text (print), text (OCR), photo, etc.
4. Below "Ready" select the folder icon.
5. Select "Store file" on the right side.
6. Select ""Store Only."
7. Select "Username" and type yours or choose an existing one. (optional)
8. Select "File Name" and manually change the existing one or leave it as SCAN000\_.
9. Do NOT add a password.
10. Press START and # to finish.
11. Now go to a computer and *given location* into the web browser.
12. Select "Document Server."
13. Under "View" select Scanner.
14. Click the appropriate hand pointing to the paper on the file you need.
15. Scroll down and click the download button.
16. If you need the scan as a .tiff file, select that in the drop down box and then click the download button.
17. If you selected a .pdf, it will launch in Adobe Reader and the "disk" save button needs to be hit again.
18. You can now save the scanned file and email it as an attachment.